

**Town of Underhill
Development Review Board Minutes
June 3, 2019**

Board Members Present:

Charles Van Winkle, Chair
Matt Chapek
Mark Green
Daniel Lee
Karen McKnight
Penny Miller

Staff/Municipal Representatives Present:

Andrew Strniste, Zoning Administrator
Mathew Champilin, Underhill-Jericho Fire Dept.
Harry Schoppmann, Underhill-Jericho Fire Dept.

Others Present:

Chris Wells (28 Range Road)
Heidi McLaughlin (28 Range Road)

6:30 PM – 06/03/2019 DRB Public Meeting

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- DRB Members convened at Town Hall around 6:15 PM, after visiting 28 Range Road prior to the evening's hearing.
 - [6:30] Chair Van Winkle called the meeting to order and added the following item to the agenda: discussion with the Underhill-Jericho Fire Department regarding road standards after the Wells/McLaughlin Hearing.
 - [6:31] No general public was in attendance, and therefore, no public comment was offered.

**6:35 PM – Wells/McLaughlin Conditional Use Review
28 Range Road (RA028), Underhill, Vermont**

Docket #: DRB-19-05

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- [6:36] Chair Van Winkle began the evening's hearing by explaining the hearing procedures for a conditional use review hearing. The applicants, Chris Wells & Heidi McLaughlin, were before the Board to discuss the application, which pertains to the construction of a utility room and roof within the property's setback on property located at 28 Range Road in Underhill, Vermont, which is owned by the aforementioned applicants. No other parties were in attendance. No ex parte communications between the Board and the applicant were identified, nor were any conflicts of interest identified. No additional exhibits were added to the record.
 - [6:40] Landowner, Chris Wells, informed that in addition to the utility room, he'd like to extend the roof lines of the proposal to the north and to the west, thereby changing the 2.5 ft. waiver request to a 13 ft. waiver request. Staff Member Strniste confirmed that Board is approving specific measurements. Discussion ensued about the relocation of the existing shed to another area on the lot. The applicants agreed to move the shed within the permitted building envelope of the lot: 30 ft. front setback and 20 ft. side & rear setback. A discussion then ensued about the delegation of authority clause that the Board has included in recent decisions and cautioning the Board that too much delegation of authority to the Zoning Administrator could be a usurp of authority.
 - [6:57] Board Member McKnight made a motion to approve the application as amended on the site plan, which provided for a 13 ft. rear setback waiver in lieu of the initial 2.5 ft. setback review request. The motion was seconded by Board Member Chapek. The Board reaffirmed that the shed would need to be located within the accessory structure setback requirements. The motion was approved unanimously.
 - [6:59] Board Member McKnight made a motion to enter into deliberation, which was

seconded by Board Member Miller. The motion was approved unanimously.

7:03 PM – Discussion with the Underhill-Jericho Fire Department Pertaining to Road Standards

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- [7:03] Members from the Underhill-Jericho Fire Department (UJFD), Matt Champilin and Harry Schoppmann, were before the Board to discuss outstanding questions about UJFD's recommendations for road standards as they relate to the Road Ordinance. The following topics were discussed:
 - Clarification regarding turning radii measurements;
 - Recommendations pertaining to switchbacks and curves;
 - National Fire Protection Association (NFPA) slope standards;
 - Real-life experiences pertaining to issues with various driveways;
 - The impact of the inability to serve a residence on taxpayers, insurance rates, and the Insurance Service Office (ISO) rating;
 - Liability issues associated with inadequate roadways;
 - Different types of trucks (and potential trucks to be added) in the fleet;
 - Response time issues;
 - Woodfire and coal stove inspections;
 - The standards imposed by the Town of Jericho, and where there may be differences;
 - Preference of, reliability of, and maintenance issues of dry-hydrants; and
 - Turnaround areas and shoulders.
 - [8:25] Staff Member Strniste opined that the Board could start including a recommendation in the Sketch Plan Review letters of the applicant(s) consulting with the Underhill-Jericho Fire Department prior to submitting an application for preliminary subdivision review. The representatives from UJFD advised that they would visit with the Planning Commission to discuss similar issues.
 - [8:38] Board Member Chapek made a motion to adjourn. The motion was seconded by Board Member Miller and approved unanimously.
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Submitted by:

Andrew Strniste, Planning Director & Zoning Administrator

These minutes of the 06/03/2019 meeting of the DRB were accepted
this 7 day of October, 2019.


Matt Chapek, Development Review Board Clerk